

# ASSOCIATE ARCHITECT OPEN NON-PROMOTIONAL EXAMINATION STATEWIDE

7PB44

**SALARY RANGE:** \$6270 - \$7617  
**FINAL FILING DATE:** CONTINUOUS

STATE OF CALIFORNIA  
DEPARTMENT OF GENERAL SERVICES



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE SINCE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**WHO MAY APPLY** This is an OPEN NONPROMOTIONAL STATEWIDE examination for the Department of General Services. Anyone who meets the minimum qualifications as stated below may apply. Applications will not be accepted on a promotional basis. Career Credits apply.

**HOW TO APPLY** The Application and the Training and Experience Evaluation will be available on a continuous basis on the Internet. Applicants will respond to questions regarding their ability to meet minimum qualifications, provide their contact information, and take the Training and Experience Evaluation on the Internet.

**DO NOT SUBMIT A STANDARD STATE APPLICATION FORM. THE APPLICATION FORM FOR THE ASSOCIATE ARCHITECT EXAMINATION IS CONTAINED IN THE INTERNET PROCESS.**

If you do not have Internet access, there are public access Internet terminals in over 150 California public libraries. Contact your local library for information as to where the nearest Internet terminal is located and the policies related to usage. **DO NOT** contact the State Personnel Board or the Employment Development Department for this information. The State Personnel Board and the Employment Development Department do not maintain an up-to-date list of library locations.

**Please note: The State Personnel Board Service Center, located at 801 Capitol Mall, Sacramento, CA, has Internet terminals that are available for public use at no cost.**

For more information, contact the Service Center at (916) 653-1705. If you are not familiar with the Internet, you may have a friend or family member assist you. You may apply and take the examination on the Internet by connecting to:

[http://www.spb.ca.gov/jobs/exams/exam\\_start.htm](http://www.spb.ca.gov/jobs/exams/exam_start.htm)

Follow the on-line instructions. **Please note that the Internet system will be unavailable on Tuesdays between 7:00 a.m. and 1:00 p.m., Pacific Standard time, for processing and maintenance.**

**DO NOT** begin the application process on the Internet during this time as your record will NOT be processed. It takes approximately one hour to complete the Application and the Training and Experience Evaluation on the Internet. If you begin the examination before 7:00 a.m., be sure to allow sufficient time to complete the process.

## SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, call the State Personnel Board's Examination and Selection Services Section at (916) 653-1502, Telecommunications Device for the Deaf (TTY) (916) 654-6336, or via California Relay (Telephone) Service for the deaf or hearing impaired: from TTY phones: 1-(800) 735-2929, for voice phones: 1-(800) 735-2922.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination announcement. Candidates must meet these requirements at the time they apply.

---

**COMPETITION  
RESTRICTIONS**

Competitors, who are eliminated for not meeting the minimum requirements as stated on this examination bulletin, may reapply when the entrance requirements are met. Unsuccessful competitors who do not attain a minimum rating of 70% must wait 12 months from the date of disqualification before re-applying.

Successful competitors establishing list eligibility for 12 months are restricted from re-applying again during the 12 month eligibility period.

---

**ELIGIBLE LIST  
INFORMATION**

An open merged eligible list will be established for the Department of General Services. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retest to reestablish eligibility.

---

**MINIMUM  
QUALIFICATIONS**

Possession of a valid certificate of registration as an Architect issued by the California State Board of Architectural Examiners is required. (Applicants who are eligible to apply for registration will be admitted into the examination but must possess a valid certificate of registration to be eligible for appointment.)

**Either I**

Two years of experience in California state service performing the duties of an Architectural Designer, Range B, or Architectural Assistant.

**Or II**

Experience: Four years of architectural experience in an architectural office which is engaged in the planning and designing of a wide variety of buildings.

**And**

Education: Equivalent to graduation from college with major work in architecture. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**NOTE: POSSESSION OF A VALID CERTIFICATE OF REGISTRATION IS REQUIRED. (APPLICANTS WHO ARE ELIGIBLE FOR REGISTRATION WILL BE ADMITTED TO THE EXAMINATION, BUT MUST POSSESS A VALID CERTIFICATE OF REGISTRATION TO BE ELIGIBLE FOR APPOINTMENT).**

---

**THE POSITION**

This is the full professional level. Incumbents, under general supervision, are assigned either to architectural design projects or full management responsibility for projects. Positions exist statewide.

---

**TRAINING AND  
EXPERIENCE  
EVALUATION**

The examination will consist of Training and Experience Evaluation weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

**Knowledge of:**

1. Architecture, architectural practice, details of planning and designing of public buildings and groups of buildings;
2. Architectural and building materials;
3. Costs, codes and construction methods;
4. Structural, electrical and mechanical engineering as related to buildings.

**Ability to:**

1. Make and analyze comprehensive architectural designs;
  2. Present information clearly and effectively in pictorial and written forms;
  3. Analyze situations accurately, and adopt an effective course of action.
- 

**SPECIAL  
PERSONAL  
CHARACTERISTICS**  
**ASSOCIATE ARCHITECT**

Demonstrated creative and artistic ability.

---

**VETERANS' PREFERENCE**

Veterans' Preference Credit will not be granted in this examination since it does not qualify as an entrance examination under the law.

---

**CAREER CREDITS**

Career credits will be added to the final score of all competitors in this examination who qualify for the credits and successfully complete all part(s) of the examination. (See "General Information" on this bulletin for information regarding career credits.)

---

---

**GENERAL INFORMATION**

---

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The Department of General Services** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with the civil service law and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant as determined by the departmental testing office. Ordinarily, interviews are scheduled in Sacramento, San Francisco and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire from one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open exams investigation may be made of employment records and personal history--fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on this bulletin, more weight will be given to the depth, breadth and regency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience.

**Career Credits:** In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who meet all qualification requirements specified by the Board and have 12 consecutive months service in an exempt position, and 3) individuals who have served one full year, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

**High School Equivalence:** Equivalent to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**CALIFORNIA DEPARTMENT OF GENERAL SERVICES    ♦    OFFICE OF HUMAN RESOURCES**  
**MAILING ADDRESS: P.O. BOX 989052   ♦   West Sacramento, CA 95798-9052   ♦   Telephone (916) 376-5400**  
**STREET ADDRESS: 707 Third Street, 7<sup>TH</sup> Floor   ♦   West Sacramento, CA 95605**

TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.  
California Relay (Telephone) Service for the Deaf or Hearing Impaired:  
From TDD phones 1-800-735-2929   ♦   Voice 1-800-735-2922